



WEST VIRGINIA STATE FIRE COMMISSION

OFFICE OF THE STATE FIRE MARSHAL
1207 Quarrier St, 2nd Floor
Charleston, WV 25301
(304) 558-2191
www.firemarshal.wv.gov

Certification as West Virginia Home Inspector

WVC § 29-3-b Title 87-5 as of 08/01/2006

Steps to Obtain Certification:

- ➔ Take 80 hour approved course
- ➔ Pass National Home Inspector Exam or National Association of Home Inspector Exam
- ➔ Obtain WV Business License and Insurance
- ➔ Complete application and mail to:

WV State Fire Marshal
Regulatory & Licensing
1207 Quarrier St, 2nd Floor
Charleston, WV 25301

Exam Administrators:

Examination Board of Professional Home Inspectors (EBPHI)

Web: www.homeinspectionexam.org Phone: 1-847-298-7750

National Association of Home Inspectors (NAHI)

Web: www.nahi.org Phone: 1-800-448-3942

Fees:

Non-refundable application review fee of \$ 25.00 and separate certification fee of \$ 100.00 to be submitted with the initial application. Check or money order needs to be made payable to the WV State Fire Marshal.

Continuing Education Requirement:

In order to qualify for renewal each licensee shall complete a minimum of 16 hours of approved continuing education upon renewal of his or her license.

Documentation Required with your Application:

- Proof of passing one of the approved examinations
- Copy of High School Diploma or GED
- Proof of general liability insurance of no less than \$ 250,000.00
- Proof of having conducted business as a home inspector for at least three years prior to August of 2006 ***or*** proof of completion of an approved 80 hours instructional course. For a list of approved qualifying courses, please visit our website or contact our office.
- Copy of your valid West Virginia business license issued by the Department of Tax and Revenue
- Application and license fee

Renewal:

Certification will come up for renewal every year. Renewal notices are mailed approximately 60 days prior to the expiration date. It is the licensee's responsibility to ensure renewal of the certification. Please contact the division if you have a change of address. Failure to receive a renewal notice does not excuse non-renewal. Renewal fee is \$ 100.00.

Contact:

For further information regarding this Certification Program, please contact the Regulatory & Licensing Division at the West Virginia State Fire Marshal's Office

1207 Quarrier St
Charleston, WV 25301
(304) 558-2191 Ext. 53219 or 53226



Office Use Only

Approved On:

By:

Lic:

Application for Certification as WV Home Inspector

Applicant Information

Name			
Mailing Address			
Home Phone		Work Phone	
E-Mail Address			
Soc. Sec. Number:		Date of Birth	
Employer			
Insurance Producer			
Insurance Policy Number			

Attachments:

Proof of Exam ☐
 High School Diploma / GED ☐
 WV Business License ☐
 80 hrs Course or Work prior to 2006 ☐
 Insurance ☐

Statement

I hereby certify that the information contained on this application is true and complete to the best of my knowledge. I have attached all necessary documents indicating successful completion of the required examinations. I understand that any false or misleading information may result in failure to obtain licensure or subsequent revocation of my license.

Applicant Signature : _____ Date: _____